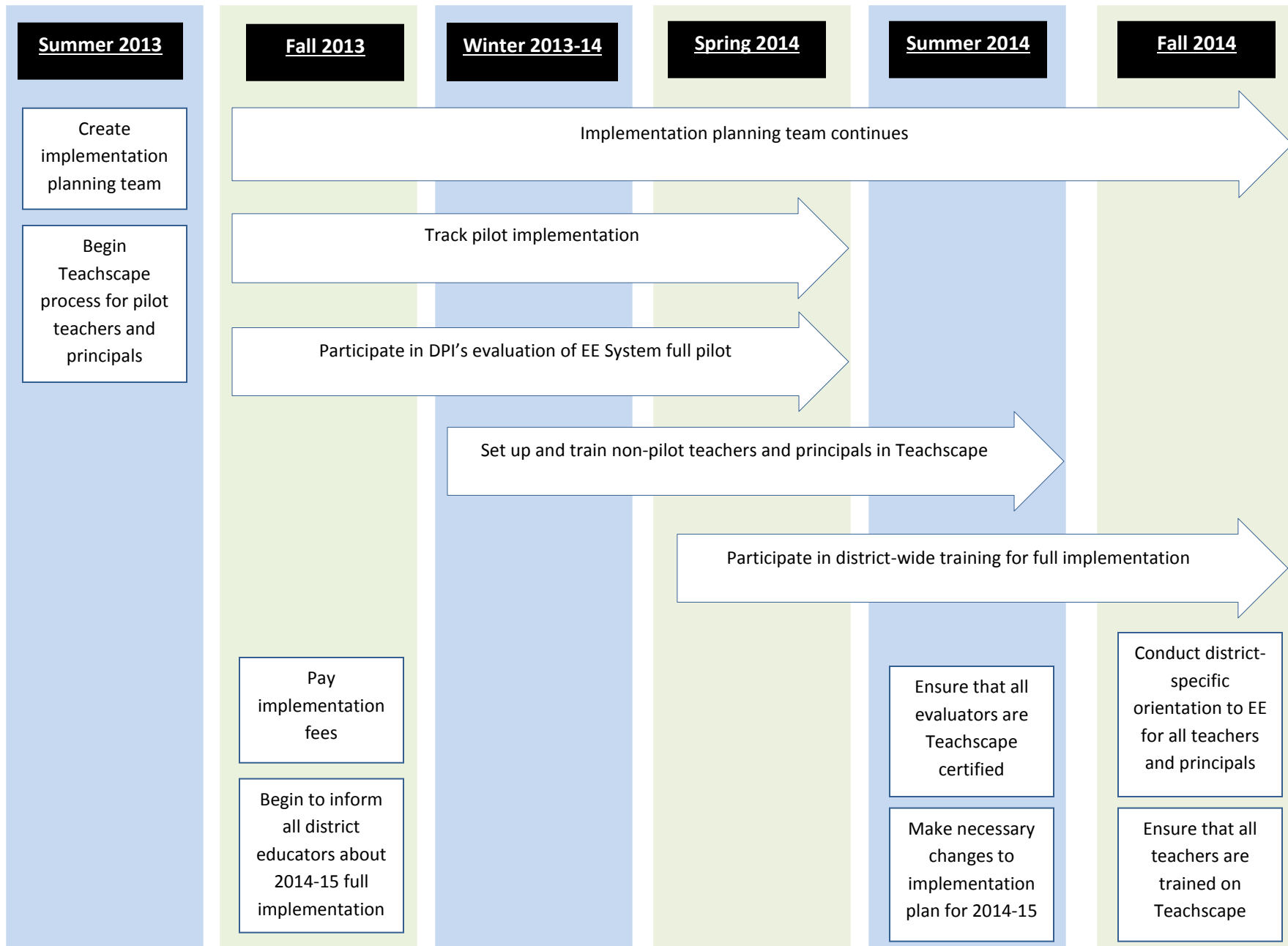


Wisconsin Educator Effectiveness System District Preparation Timeline: Action Steps for Pilot Districts



Specifics of Action Steps

Summer 2013

- Create implementation planning team
 - Identify district EE lead and define their role, (primary resource: [Cascading Logic](#)), including:
 - Local level communications, refer to [District Readiness Communications Toolkit](#)
 - Liaison between CESA EE Implementation coach and DPI
 - Local EE expert and facilitator
 - Coordination between district units (professional development, human resources, curriculum and instruction, leadership, accountability)
 - Additional district-specific responsibilities
 - Identify other district and school level staff on team and their roles, including:
 - Human resources, curriculum and instruction, leadership, accountability, data
 - Principal and teacher representatives
 - Effectiveness Coach
 - Primary resources: [Process manuals](#), [EC roles document](#), [EE website](#)
 - Utilize the [District Readiness Tool](#) to determine district needs, as appropriate
 - Assess data needs and data system
 - Inventory district level student assessments for measuring SLOs
 - Identify costs and resources
 - Schedule regular implementation planning team meetings
 - Plan for EE activities for the year
 - Assess workload and capacity of pilot evaluators
 - Determine deadlines for EE processes (i.e., Evaluation Planning Sessions, Observation, and Mid-Year Check-ins, etc.). Refer to [process manuals](#).
 - Plan professional development time, as needed, to address identified areas of weakness
- Begin Teachscape process for pilot teachers and principals
 - Identify local Teachscape lead
 - Receive Teachscape licenses for principals and teachers in pilot. Refer to [website](#).
 - Confirm receipt of Teachscape licenses by pilot participants. If errors, contact [DPI EE Team](#).
 - Evaluators complete Teachscape training and certification

Fall 2013

- Implementation planning team continues
 - Continue to use and refer to the [District Readiness Tool](#) in preparation for full implementation
- Track pilot implementation
 - Make pilot participants aware of local EE lead for support
 - Ensure that initial process steps are being implemented (refer to [process manuals](#))
 - Ensure all pilot evaluators are trained in Teachscape
 - Teachers and principals submit PPGs and SLOs via Teachscape
 - Evaluation planning conferences between educators and evaluators
 - Observations scheduled

- Participate in DPI's evaluation of EE System full pilot (refer to [Evaluation Info Brief](#))
 - Take part in pilot feedback opportunities
 - Complete surveys
 - Participate in interviews, if applicable
- Pay Implementation Fees
 - Apply for EE Funding Grant; Application due **November 30, 2013** (refer to [System Funding Info Brief](#))
 - Pay DPI the appropriate fee
 - Submit claims for the EE Funding Grant to cover the cost of the implementation fees
- Begin to inform all district educators about 2014-15 full implementation
 - Overview session for non-pilot teachers and principals about upcoming training and other events
 - Implementation Coach or EE lead could present overview
 - Refer to [District Readiness Communication Toolkit](#)

Winter 2013-14

- Implementation planning team continues
 - Continue to use and refer to the [Readiness Tool](#) in preparation for full implementation
- Continue to track pilot implementation
 - Pilot educators completing mid-year reviews and check-ins (refer to [process manuals](#))
 - Evaluators are conducting observations and entering information into Teachscape
 - EE lead connects with each pilot participant for potential support
- Continue to participate in DPI's evaluation of EE System full pilot (refer to [Evaluation Info Brief](#))
- Set up and train non-pilot teachers and principals in Teachscape
 - Obtain Teachscape licenses for all teachers and principals
 - Teachscape training for all teachers and principals
 - Begin Teachscape certification for all non-pilot evaluators

Spring 2014

- Implementation planning team continues
 - Continue to use and refer to the [Readiness Tool](#) in preparation for Full Implementation
- Continue to track pilot implementation
 - Ensure completion of evaluation processes and scoring (refer to [process manuals](#))
 - Ensure all final data is entered in to Teachscape
- Continue to participate in DPI's evaluation of EE System full pilot (refer to [Evaluation Info Brief](#))
- Continue to set up and train non-pilot teachers and principals in Teachscape
- Participate in district-wide training (regardless of pilot participation) for full implementation
 - Ensure all teachers and principals complete DPI orientation modules

Summer 2014

- Implementation planning team continues
 - Continue to use and refer to the [Readiness Tool](#) in preparation for Full Implementation
 - Create schedule for full implementation of EE
 - Identify who will receive a summative evaluation during 2014-15 (teachers and principals are evaluated on 3-year cycle, so approximately 1/3 of these educators)

- Ensure capacity needs for 2014-15 have been addressed
- Continue to set up and train non-pilot teachers and principals in Teachscape
- Continue to participate in district-wide training (regardless of pilot participation) for full implementation
 - Ensure all teachers and principals complete DPI Beginning of the Year training modules
- Ensure that all evaluators are Teachscape certified
- Make necessary changes to implementation plan for 2014-15
 - Consider internal process changes based on district pilot experience
 - Prepare to make potential changes based on results from DPI EE pilot evaluation

Fall 2014

- Implementation planning team continues
- Continue to participate in district-wide training (regardless of pilot participation) for full implementation
 - Ensure all teachers and principals complete DPI Middle of Year training modules
- Conduct district-specific orientation to EE for all teachers and principals
- Ensure that all teachers are trained on Teachscape